

Regular Meeting

September 26, 2005  
12:30 p.m.

The regular meeting of the Municipal Civil Service Commission convened on Monday, September 26, 2005, at 12:44 p.m. with Priscilla Tyson, Grady Pettigrew and Eileen Paley in attendance.

\* \* \*

*RE: Review and approval of the minutes from the August 29, 2005, regular meeting.*

The minutes were approved as written.

\* \* \*

*RE: Review of the results of the pre-hearing conference for the following appeals:*

- a) Gina Willis vs. Columbus Public Schools, Appeal No. 05-BA-0004.  
Secretary I – Discharged – hearing scheduled for November 14, 2005.*
- b) Jerry Jennings vs. Columbus Public Schools, Appeal No. 05-BA-0008.  
Head Custodian I – 30-Day Suspension – hearing scheduled for December 5, 2005.*

**PRESENT:** Theresa Lynn Carter, Deputy Executive Director

Gina Willis – Secretary, Columbus Public Schools, Termination. Ms. Willis was terminated from her position based on absenteeism. Columbus Public Schools anticipate calling three witnesses and expect that their case will take no longer than two hours. Mr. Drabick intends to call four to five witnesses and believes his case will take no more than one hour.

Jerry Jennings – Head Custodian I, Columbus Public Schools, 30-day Suspension. Mr. Jennings was suspended for 30 days as a result of a confrontation with another employee. Mr. Jennings signed a last chance agreement four days after his disciplinary hearing but before the discipline was imposed. Columbus Public Schools' position is that but for the last chance agreement, he would have been fired. The Union's position is that the agreement was not clear that the employee waived his right to appeal this discipline. Columbus Public Schools will file a motion to dismiss by October 7, the reply from the Union will be filed by October 14 and the response from Columbus Public Schools is due October 19. A trial board is scheduled for December 5, 2005.

\* \* \*

*RE: Rule Revisions.*

No rule revisions were submitted this month.

\* \* \*

*RE: Request of appellant Carnell Cunningham to withdraw the appeal he filed with the Civil Service Commission on July 14, 2004 regarding his discharge from the position of Bus Driver with the Columbus Public Schools – Appeal No. 04-BA-0016.*

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Review of the Findings and Recommendation of the Trial Board hearing held on August 31, 2005:*

*Nick Carter vs. Columbus Public Schools,  
Appeal No. 04-BA-0022*

A motion to adopt the Trial Board's recommendation that the Commission affirm the action of the Columbus Public Schools in demoting Nick Carter from the position of Head Custodian II to Custodian II, was made, seconded, and passed unanimously.

\* \* \*

*RE: Columbus Public Schools classification actions.*

No Columbus Public Schools classification actions were submitted this month.

\* \* \*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Canine Master Trainer with no revisions (Class Code 3038).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Sewer Telemonitoring Supervisor with no revisions (Class Code 3974).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Sewer Telemonitoring Operator with no revisions (Class Code 3973).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Sewer Maintenance Supervisor I with no revisions (Class Code 3968).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Sewer Service Supervisor (Emergency) with no revisions (Class Code 3314).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Sewer Maintenance Worker with no revisions (Class Code 3967).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Sewer Cleaning Equipment Operator with no revisions (Class Code 3952).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Drafting Trainee with no revisions (Class Code 1182).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Parks Development Associate with no revisions (Class Code 1206).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Senior Executive Assistant (U) with no revisions (Class Code 0063).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Executive Assistant I (U) with no revisions (Class Code 0106).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Electricity Division Administrator with no revisions (Class Code 0160).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented these twelve requests from Civil Service staff to approve the specification of review the classifications indicated with no revisions. This request is a result of the Commission's efforts to review all classifications at least every five years.

In each case, the appropriate department and division representatives indicated that no revisions to the classification were necessary at this time and that each classification accurately described the work as it currently exists. It was, therefore, recommended that the review of these specifications be approved with no revisions.

A motion to approve these requests was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Sewer Maintenance Manager (Class Code 3971).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request in response to the Civil Service Commission's effort to review all classifications every five years. Sewer Maintenance Manager was last reviewed in June of 2000. There is currently one employee serving in this classification, located in the Division of Sewerage and Drainage.

After a review of a questionnaire completed by the incumbent and feedback from department representatives it was determined that only one revision to the definition was required at this time. It was recommended that the definition include language to indicate that part of the main purpose of the Sewer Maintenance Manager classification is the responsibility for the management of the floodwall protection system's operation and maintenance. No other revisions were recommended at this time.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Sewer Maintenance Assistant Manager (Class Code 3970).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Sewer Maintenance Assistant Manager was last reviewed in June of 2000. There are currently three employees serving in this classification in the Division of Sewerage and Drainage.

In order to weigh all of the options, Civil Service staff reviewed questionnaires completed by incumbents and feedback from departmental representatives about potential changes to this specification. Upon completion of the review, it was determined the only revisions required were formatting issues to the minimum qualification section of the specification in order to sustain consistency within the class plan. It was, therefore, recommended that the Sewer Maintenance Assistant Manager specification be revised as proposed.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Sewer Maintenance Supervisor II (Class Code 3969).*

This item was deferred.

\* \* \*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Epidemiologist (Class Code 1964).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Epidemiologist was last reviewed in March 2000. There are currently four employees serving in this classification, located in the Columbus Health Department. In order to weigh all of the options, Civil Service reviewed questionnaires completed by incumbents while department representatives were solicited to provide feedback about potential changes to this specification. Subsequently, it was decided that a few minor revisions would be warranted at this time.

Proposed additions to the examples of work section were to illustrate duties that deal with internal and external training, education, and emergency planning. Deletions or modifications were recommended for duties considered less critical or no longer performed. The knowledge, skills, and abilities section was modified to include areas that relate to the duties that were added or revised in the previous section. No revisions were proposed to the definition, minimum qualifications, probationary period, or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Upholsterer (Class Code 3473).*

PRESENT: John Swinger, Personnel Analyst II

John Swinger presented this request in response to the Commission's objective to review all classifications at least every five years to ensure accuracy. Upholsterer was last revised October 30, 2000, and there is currently one employee serving in this classification, located in the Department of Public Safety, Division of Fire. Based upon feedback received from the employee and department representatives, some revisions to the specification were proposed.

Since the incumbent in this position spends approximately fifty percent of her time repairing turnout gear, it was recommended that the word, "repairing" be added to the definition. The examples of work section was revised slightly to be more representative of the work actually performed by this position. Because the incumbent is required to use Microsoft Outlook for retrieval and sending of Division e-mail, it was recommended that the ability to use a computer and relevant software be added to the knowledge, skills, and abilities section of the specification. No revisions to the minimum qualifications, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to create the specification for the classification Assistant Director (Regulatory Compliance) [U].*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Department of Public Utilities in order to fulfill an integral role in the department by ensuring environmental compliance with local, state, and federal regulations.

By definition, the proposed classification would be responsible for the development, refinement, management, and implementation of the Regulatory Compliance Program in the Department of Public Utilities. Given the major responsibility and its scope of operation, the proposed classification would potentially command a higher pay grade assignment than what is currently assigned to the Department Assistant Director (U), which necessitated the creation of a separate classification. It was, therefore, recommended that the Assistant Director (Regulatory Compliance) [U] classification be created and designated to be part of the unclassified service pursuant to City Charter Section 148(1)(c).

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Executive Assistant to the City Council President (U), retitle it to read Chief of Staff to City Council (U) [Class Code 0834].*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, Personnel Administrative Officer, presented this request in response to the Commission's objective to review all classifications at least every five years to ensure accuracy. This classification was last reviewed in April of 2000. There is currently one employee serving in this classification, located in City Council.

Based upon feedback provided by City Council, it was recommended that the class title be changed to more accurately reflect the working responsibilities of this classification. It was proposed that the definition be revised to reflect the management responsibilities that the classification has over the City Clerk's Office, Council Legislative Research Office, City Treasurer, and Parking Violations Bureau. It was recommended that additional examples of work be added to better illustrate duties typically performed by the incumbent in this classification.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Photography Laboratory Manager (Class Code 1945).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Photography Laboratory Manager was last reviewed in August of 2000. There is currently one employee serving in this classification, located in the Public Safety Department.

No revisions to the definition were recommended. The examples of work section of the specification was revised to more accurately describe the Photography Laboratory Manager's role as a supervisor. Language was added referring to the supervision of assigned staff to include signing performance evaluations, approving leave requests, and recommending disciplinary action. Additionally, this section was revised to add language reflecting current trends in photographic technology, specifically the shift from the use of traditional film photography to the digital format. And, since the Photography Laboratory Manager may also perform duties typically assigned to a Photography Technician, language indicating such was added. No revisions to the minimum qualifications or the knowledge, skills, and abilities sections of the specification were recommended. No revisions to the 365-day probationary period or the competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Photography Technician (Class Code 1944).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Photography Technician was last reviewed in August of 2000. There are currently three employees serving in this classification, located in the Public Safety Department, Fire and Police Divisions.

No revisions to the definition were recommended. The examples of work section of the specification was revised to reflect current trends in photographic technology, specifically the use of digital format as well as traditional film photography. Language was added referring to downloading and printing digital photographs, storing backup copies of digital images on CD-ROM or floppy disk, and operating traditional or digital cameras. There were no proposed changes to the minimum qualifications, knowledge, skills, and abilities, the 270 day probationary period, or the competitive examination type.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Engineer I (Class Code 1046).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Engineer I was last reviewed in December of 2000. There are currently nine employees serving in this classification, located in the Public Utilities and Public Service Departments.

The wording of the definition was revised to be more consistent with the language used in the other professional engineer classes in this series. The minimum qualifications were revised to require possession of a valid State of Ohio certificate as a registered Professional Engineer with no substitution. Language pertaining to specialization in the discipline for which appointment is being made would remain. Possession of a valid motor vehicle operator's license would also remain as a minimum qualification. No revisions to the knowledge, skills, and abilities, the 365-day probationary period or the noncompetitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Engineer-In-Training II (Class Code 1029).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Engineer-In-Training II was last reviewed in December of 2000. There are currently seven employees serving in this classification, located in the Public Utilities and Public Service Departments.

The wording of the definition was revised to be more consistent with the language used in the other professional engineer classes in this series. The examples of work section was revised slightly to be more representative of the work actually performed at this level in the series. A guidelines for class use was proposed that would clearly identify this classification as a training level classification, where the intended purpose is for

employees to gain the practical experience needed to become registered professional engineers with the State of Ohio. The clear expectation is that employees would advance to one of the professional engineering classes within a reasonable amount of time to be of most use to the departments. The only revision recommended to the minimum qualifications was possession of an Engineer Intern Certification by completion of the applicable probationary period. No revisions to the knowledge, skills, and abilities, the 365-day probationary period or the noncompetitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Engineer-In-Training I (Class Code 1028).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Engineer-In-Training I was last reviewed in December of 2000. There are currently five employees serving in this classification, located in the Public Utilities and Public Service Departments.

The wording of the definition was revised to be more consistent with the language used in the other professional engineer classes in this series. The examples of work section was revised slightly to be more representative of the work actually performed at this level in the series. A guidelines for class use was proposed that would clearly identify this classification as a training level classification, where the intended purpose is for employees to gain the practical experience needed to become registered professional engineers with the State of Ohio. The clear expectation is that employees would advance to one of the professional engineering classes within a reasonable amount of time to be of most use to the departments. The only revision recommended to the minimum qualifications was possession of an Engineer Intern Certification by completion of the applicable probationary period. No revisions to the knowledge, skills, and abilities, the 365-day probationary period or the noncompetitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Executive Assistant to the Director (Class Code 0069).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Commission's objective to review all classifications at least every five years to ensure accuracy. This classification was last reviewed in September of 2000 and is assigned to the Executive job family. There are currently three employees serving in this classification.

No revisions to the definition were proposed. The only revisions proposed for the examples of work section of the specification were to include duties that are most representative of the work typically performed by an Executive Assistant to the Director. A guidelines for class use was proposed that would serve to clarify that this classification is only used in those departments where the Department Assistant Director (U) is not available for use. No revisions to the minimum qualifications, knowledge, skills, and abilities, probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Parks Development Planner (Class Code 1201).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as a result of the Civil Service Commission's effort to review all classifications every five years. Parks Development Planner was last reviewed in March of 2000. There are currently three employees serving in this classification, located in the Recreation and Parks Department. Based upon information received via questionnaire and supervisory review, one minor revision was proposed to the knowledge, skills, and abilities section - to add a statement referring to the general knowledge of principles and practices of landscape architecture as applied to the preparation of designs, plans, specifications, and cost estimates for parks projects. No other revisions were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Public Information Officer, retitle it to read Public Relations Specialist II, and amend Rule XI accordingly (Class Code 3105.)*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request which was initiated by the CMAGE/CWA pay plan appeals committee discussions. Upon review of an appeal, it was decided that the public information class series should be reviewed (the class series consists of a Public Information Assistant and Public Information Officer). It was proposed that the class series be modeled after other professional level class series in the City that contain both entry and fully skilled levels. Public Information Officer was last reviewed in August 2001 and there is currently one employee serving in this classification in the Public Service Department. Based upon questionnaire data and feedback from the incumbent, some major revisions to the specification and series were proposed.

It was recommended that the class title be changed to read Public Relations Specialist II. "Public relations" is a title that is more up-to-date and commonly used in the industry for similar work. The work performed is specialized and the "II" denotes the second level in the class series. The definition was revised to best capture the overriding reason or purpose that this class exists. The examples of work section was revised to best describe the duties regularly performed by, and most representative of, a Public Relations Specialist II. The minimum qualifications section was revised to be consistent with other skilled professional classifications and given the specialized nature of the work; it was proposed that specific coursework relating to public relations also be included. The knowledge, skills, and abilities section was revised to be more representative of the requisite knowledge, skills, and abilities important to job success. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Public Information Assistant, retitle it to read Public Relations Specialist I, and amend Rule XI accordingly (Class Code 3104).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request initiated by the CMAGE/CWA pay plan appeals committee discussions. Upon review of an appeal, it was decided that the public information class series should be reviewed (the class series consists of a Public Information Assistant and Public Information Officer). Individuals are hired into the



Public Information Assistant, an entry-level professional classification, but have little opportunity to advance within the field of public relations. This is inconsistent within the City's class plan, where the complement to the entry-level professional class is a fully skilled professional class within the same class series. It was therefore proposed that the class series be modeled after other professional level class series that contain both entry and fully skilled levels. Public Information Assistant was last reviewed in September of and there are currently eleven employees serving in various departments. Based upon questionnaire data and feedback from employees in the classification, some major revisions to the specification and series were proposed.

The definition was revised to best capture the overriding reason or purpose that this class exists. The examples of work section was revised to best describe the duties regularly performed by, and most representative of, a Public Relations Specialist I. The minimum qualifications were revised to be consistent with other entry-level professional classifications in that a bachelor's degree is required with no experience requirement. However, given the specialized nature of the work, it was proposed that specific coursework relating to public relations also be included. The knowledge, skills, and abilities section was revised to be more representative of the requisite knowledge, skills, and abilities important to job success. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Executive Assistant to the Mayor (U) [Class Code 0110].*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in conjunction with the other unclassified classes that are used in the Mayor's Office and were up for review this year. This classification was last reviewed in April of 2003. There is currently one employee serving in this classification, in the Mayor's Office.

Based upon feedback provided by the Mayor's Office, it was recommended that the definition be revised to better reflect the scope of the work performed by this classification. The proposed definition reads, "is responsible for overseeing City operations and the Mayor's Cabinet; is responsible for advising the Mayor in determining strategic planning initiatives, direction for the City, and civic development; and is responsible for managing the Executive staff and activities in the Mayor's Office." There were no other proposed changes to the specification.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Executive Assistant II (U) [Class Code 0108].*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Commission's objective to review all classifications at least every five years to ensure accuracy. This classification was last reviewed in April of 2000. There are currently seven employees serving in this classification, all of whom are located in the Mayor's Office.

Based upon feedback provided by the Mayor's Office, it was recommended that one of the duty statements refer to the development and formulation of policy, in addition to projects and programs. It was also recommended that a new duty statement be added that reads, "may serve as media liaison for the Mayor's Office." There were no other proposed revisions to the class specification.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to abolish the specification for the classification Deputy Public Service Director (U) [Operations] and amend Rule XI accordingly (Class Code 0077).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to abolish the specification for the classification Deputy Public Service Director (Operations). There are currently no employees serving in this classification, which was last reviewed in October 2000.

The duties and responsibilities of this position are more appropriately allocated to the Department Deputy Director (U) (Class Code 0051). It was therefore recommended that the Deputy Public Service Director (Operations) be abolished as proposed.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to abolish the specification for the classification Public Service Assistant Director (Engineering) and amend Rule XI accordingly (Class Code 0078).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to abolish the specification for the classification Public Service Assistant Director (Engineering). There are currently no employees serving in this classification, which was last revised in October 2000.

The duties and responsibilities of this position are more appropriately allocated to the Department Assistant Director (U) [Class Code 0052]. It was, therefore, recommended that the Public Service Assistant Director (Engineering) be abolished as proposed.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*RE: Request of the Civil Service Commission staff to lift the hiring moratorium previously imposed upon the specification for the classification Commission Secretary (U) [Class Code 0497].*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, Personnel Administrative Officer, presented this request to lift the moratorium previously imposed upon the specification for the classification Commission Secretary (U). As part of the CMAGE/CWA pay plan appeals process, employees were afforded an opportunity to appeal the pay grade assigned to their classification by providing job related reasons why they believed the grade assignment was inaccurate. Information provided by two employees revealed that the work they were performing was more in line with the classification, Commission Secretary (U), which has been under a moratorium since March of 1999.

With the implementation of the CMAGE/CWA pay plan, the pay grade assignment for Administrative Secretary II (U) was lowered; this raised questions as to whether or not the lowered grade would still be appropriate for employees serving as commission secretaries. Upon completion of a further market study, the City's Compensation Manager determined that the pay grade assignment for commission secretary work is not

compatible with the current grade assigned to the Administrative Secretary II (U). Therefore, in conjunction with the Commission's request to lift the moratorium on Commission Secretary (U), the Human Resources Department will prepare legislation for Council approval to assign a pay grade more appropriate for this classification.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Personnel Actions.*

*Request of the Civil Service Commission staff to reallocate two positions (#44-03-00644 and 44-03-00645) currently classified as Administrative Secretary II (U) [Class Code 0821] to Commission Secretary (U) [Class Code 0497] and allow the incumbents of these positions (Pamela Dawley and Antoinette Gillum-Boehm) to retain their current classification seniority and status.*

*Request of the Civil Service Commission staff to deem Frances McDonald eligible for the Preferred Eligible List for the Clerk II examination (Class Code 0431).*

*Request of the Civil Service Commission staff to reallocate position #59-02-00663, currently classified as Customer Service Manager (Class Code 0437), to the 311 Service Manager classification (Class Code 0441) and to allow the affected incumbent (Catrina Whitlock) to retain her current classification status and seniority.*

*Request of the Civil Service Commission staff to reallocate position #59-09-30675, currently Customer Service Supervisor (Class Code 0436), to the specification for the classification 311 Service Supervisor (Class Code 0440) and to allow the affected incumbent (Richard Eichorn) to retain his current classification status and seniority.*

*Request of the Civil Service Commission staff to reallocate position #59-02-01071, currently Customer Service Representative II (Class Code 0435) to the 311 Service Representative II classification (Class Code 0439) and to allow the affected incumbent (Cindy Miracle) to retain her current classification status and seniority.*

*Request of the Civil Service Commission staff to reallocate designated positions (shown below) currently classified as Customer Service Representative I (Class Code 0434), to the 311 Service Representative I classification (Class Code 0438) and to allow the affected incumbents to retain their current classification status and seniority.*

<u>Dept</u>	<u>Div</u>	<u>Position</u>	<u>Name</u>	<u>Proposed Class</u>
59	2	00338	ALLEN, AMBER G	311 Representative I
59	2	01110	BOBO, DAVID LAWRENCE	311 Representative I
59	2	00058	EDWARDS, SPENCER H	311 Representative I
59	9	30747	KING, REGINA P	311 Representative I
59	2	01111	LESLIE, CARMEN R	311 Representative I
59	2	00661	LEWIS, MELISSA R	311 Representative I
59	9	30736	SCOTT, MARY ANN	311 Representative I
59	2	01161	WATKINS-MITCHELL, TERRI	311 Representative I
59	2	01187	WILLIAMS, ANIKO R	311 Representative I
59	2	01109	ZEIER, PATRICIA M	311 Representative I
59	9	30737	HENRY, GAY T	311 Representative I

PRESENT: Tammy Rollins, Personnel Administrative Officer

A motion to approve these requests was made, seconded, and passed unanimously.

\* \* \*

RE:    *Residency Hearing Reviews.*

No residency hearing reviews were submitted this month.

\* \* \*

RE:    *Administrative/Jurisdictional Reviews.*

APPLICANTS PREVIOUSLY REMOVED POST-EXAM  
RECONSIDERED DUE TO 8/29/05 BACKGROUND STANDARDS REVISION

Name of Applicant	Position applied for	BAR #
John F. Terry, IV	Firefighter	03-BR-039
John C. Hammond	Police Officer	05-BR-045
Jason M. Stevens	Firefighter	05-BR-057

After reviewing the files of John F. Terry, IV, John C. Hammond, and Jason M. Stevens, the Commissioners decided their names would be reinstated to the firefighter eligible list.

APPLICANTS REMOVED POST-EXAM

Name of Applicant	Position applied for	BAR #
Bacil Casto, Jr.	Police Officer	05-BR-083
Gregory Long	Police Officer	05-BR-085
Aaron Williams	Police Officer	05-BR-086
James F. Chafins, II	Police Officer	05-BR-087
Richard Holmes	Police Officer	05-BR-088
Kevin Widmer	Police Communications Technician	05-BR-089
Joshua E. Gearhart	Police Officer	05-BR-090
Shanda M. Johnson-White	Police Communications Technician	05-BR-091
Natasha M. Fox	Police Communications Technician	05-BR-092
Stephanie Friesner	Police Communications Technician	05-BR-093
Phillip Brown	Police Communications Technician	05-BR-094
Joseph M. Ritch	Police Officer	05-BR-095
Domenic DiFrancesco	Police Officer	05-BR-096
Louis Flenner	Police Officer	05-BR-097
DiShaundra Shehy	Police Communications Technician	05-BR-098

After reviewing the files of Gregory Long, Richard Holmes, Joshua E. Gerhart, Domenic DiFrancesco, and Louis Flenner, the Commissioners decided their names would be reinstated to the police officer eligible list. After reviewing the files of Bacil Casto, Jr., Aaron Williams, James F. Chafins, II, and Joseph M. Ritch, the Commissioners decided their names would not be reinstated to the police officer eligible list.

After reviewing the files of Kevin Widmer, Shanda M. Johnson-White, Natasha M. Fox, Stephanie Friesner, Phillip Brown and DiShaundra Shehy, the Commissioners decided their names would be reinstated to the police communications technician eligible list.

\* \* \*

RE:    No disciplinary hearing was conducted this month.

\* \* \*